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Housing Auth.
Misc.

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&
nswers

BUSINESS
RELOCATION

What is this fact sheet?

The business you own is located within the boundaries of an urban renewal project area. This project is known officially as:

.....
Your relocation worker will supply you with a map showing all the streets and buildings within the renewal area. On

.....
the Newark Housing Authority and the Federal Government reached an agreement on the redevelopment of this neighborhood. As an owner of a business in this area, as of the above date, you are entitled to financial and personal assistance when relocating.

This information has been given to you by a Relocation Field Worker, an authorized member of the Relocation Division of the Newark Housing Authority. He is here to assist you, to answer your questions and to explain the procedures you must follow in order to receive the money due you. Make a note of his name and phone number:;
Don't ask your friends for advice, call him. HE WILL GIVE YOU THE FACTS!

Does this mean that I have to vacate the premises?

THIS IS NOT A NOTICE TO MOVE. When negotiations begin to purchase the building you own or occupy, the Housing Authority will notify you in writing.

Will I have to move then?

No. You will merely begin paying rent on the first of each month to the Newark Housing Authority, your new landlord.

When do I have to move?

You will receive advance notice of **90 days, in writing.**

What do I do then?

At the same time that you are notified that your building has been acquired, you will receive a visit from a Business Relocation Claims Officer. He will supply you with all the details you need to know concerning your move. If you want to contact him, call this number: **622-1030 Ext. 378.**

In what ways will the Newark Housing Authority assist me to relocate?

- A representative from the Business Relocation Claims Office will inspect your business and refer you to suitable sites or spaces within the City of Newark.
- A Relocation Claims Officer will help you fill out forms required by lending institutions and the Small Business Administration if you wish to purchase another business. Call him for assistance.
- A Relocation Claims Officer will determine whether you are entitled to a Small Business Displacement Payment of \$2,500 (no more, no less).
- A Relocation Claims Officer will determine whether you are entitled to relocation payments covering actual and necessary moving costs and related expenses up to a **maximum** of \$25,000. In the case of direct property loss (when you abandon property), you may receive a **maximum** of \$3,000. This sum is **considered a part of your payment** for moving expenses, **not an addition to** moving expenses.

When must I tell the Housing Authority that I plan to move?

Not less than 30 days, nor more than 90 days before you intend to move. If you move without notifying the Business Claims Office or you move and then notify the Business Claims Office, **you may lose money** to which you are entitled.

If I am to receive payments for moving expenses, what steps must I follow?

- Let the Business Relocation Office know the date you intend to move a minimum of 15 days prior to your actual move.
- Submit a description of your property.
- A Business Claims Officer will come to inspect your property.
- Obtain three (3) bids (estimated costs) from qualified movers. Bids must be submitted 15 days before your actual move.

What are moving expenses?

Costs incurred for dismantling, crating, storing (for one year or less), transporting, insuring, reassembling, reconnecting and reinstalling property (including goods or other inventory kept for sale). Cost of installing new equipment if this is not more expensive than reinstalling old equipment. You will **not** receive any kind of payment to cover the cost of any renovations or alterations to your building or office facilities.

How far from the city limits can I relocate my business and still receive moving expenses?

100 miles.

When will I receive my money?

You have six (6) months from the time you have completed your move, or closed your business, to file a claim. You will receive your money as soon as it is possible for the Housing Authority to process your claim.

Remember:

You are an individual case, with your own problems and your own needs. Don't ask a friend what he did or how much money he received. Always check with a Business Relocation Claims Officer as to how you should handle **your** business affairs.

NEWARK NEEDS YOU AND YOUR BUSINESS!

**THE HOUSING AUTHORITY WILL DO ALL IT CAN
TO HELP YOU STAY IN THE CITY.**

*for further
information
and
claims forms*

contact...

THE BUSINESS RELOCATION CLAIMS SECTION

**57 Sussex Avenue, Newark, New Jersey 07103
(201) 622-1030 Ext. 378**



NEWARK HOUSING AUTHORITY
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Department of Research, Information and Statistics